



**Title: Director, Procurement Services**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to direct all aspects of the District’s supply chain management functions. This is accomplished by developing policies and procedures for the department and ensuring compliance, procuring materials, supplies, services, parts, and equipment, administering contracts, managing materials, inventory control, specialized business outreach and mail services, finding opportunities for improvements, implementing proposed changes and industry best practices, providing administrative direction in strategic and financial planning, assessing departmental needs, and supervising subordinate staff and determining staffing needs. Overall responsibility for the District’s DBE/Small Business Programs, Procurement Violation and Pcard Programs. Other duties include networking with local minority chambers in order to expand outreach services, participating in annual charity campaigns, producing various reports as requested, and overseeing the District’s color copy and mail distribution programs.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Provides procurement oversight by monitoring the procurement process and ensuring fair competition for vendors and bidders, drafting, editing, and reviewing proposals and issue papers, ensuring documents are accurate, complete, and in compliance with legal requirements, reviewing, approving, and monitoring purchase orders, requisitions, and purchase card program expenditures, outlining, implementing, and monitoring policies/procedures and purchasing performance measurements/standards, responding to customer, supplier, and vendor related issues, assigning procurement workload, and creating reports on departmental activities, making presentations to the Board as needed, attending outreach events with local chambers/public officials, networking with other agencies regarding common requirements/joint procurements for large dollar commodities.	25%
2	S	Provides strategic planning by developing and implementing short and long range policies and procedures, reviewing, improving and enhancing current procurement practices, standards and contract instruments, forecasting, planning, and coordinating departmental staffing and logistical needs, coordinating required staff trainings,	20%



		enhancing relationships with suppliers and customers, and revising ordinances to meet federal and state requirements	
3	S	Oversees materials management by monitoring bus lists for stock-outs and bus/rail inventory levels and open requisitions, coordinating and reviewing the annual inventory process, planning and implementing future parts storage/logistical requirements, coordinating the disposal of obsolete items and the addition of new parts into the system, and addressing issue and concerns brought up by operations or union staff.	20%
4	S	Provides contract administration and DBE oversight by reviewing and implementing annual goals and objectives, ensuring that the required reports are submitted, monitoring and reviewing contract staff workload, insuring audit corrective actions are completed and in compliance, and developing and implementing small business programs and related outreach.	15%
5	S	Provides supervisory responsibilities by monitoring department workload for efficiency, conducting annual review of staff performance, finding opportunities for and conducting training, addressing staff questions and concerns, developing individual goals and objectives for staff members, and interviewing and hiring staff as necessary.	10%
6	S	Provides budgetary and financial overview by developing the goal and objectives for the annual budget, reviewing and reporting monthly budget performance, forecasting staffing and equipment requirements, reviewing/approving check requests, invoices for payment, employee expense forms, and purchase card expense reconciliations, preparing cost information as requested, and coordinating with the Finance Department regarding issues and concerns.	10%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of seven (7) years of procurement and/or material management experience, including three (3) years of supervisory experience.



Supervision	Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



<b>KNOWLEDGE</b>
<ul style="list-style-type: none"><li>• Procurement practices and principles.</li><li>• Local, state and federal procurement policies and requirements.</li><li>• Inventory control practices and procedures</li><li>• Warehouse and inventory control.</li><li>• Procurement oversight and management.</li><li>• Vendor negotiation and dispute management</li><li>• Small and disadvantaged business practices for government procurements.</li><li>• Construction contracting and competition practices.</li><li>• Leadership practices.</li><li>• Budget management principles and practices.</li><li>• System budget controls and processes.</li><li>• Collective bargaining and labor agreements.</li></ul>
<b>SKILLS</b>
<ul style="list-style-type: none"><li>• Advanced word processing, spreadsheet, presentation and database software.</li><li>• Specialized software related to functional area.</li></ul>
<b>ABILITIES</b>
<ul style="list-style-type: none"><li>• Learn District procurement policies and procedures.</li><li>• Learn Procurement Ordinance for disposal of surplus property.</li><li>• Deal with difficult people and situations.</li><li>• Learn District and departmental operating policies, procedures, system, methods, and tasks.</li><li>• Speak clearly and communicate messages to appropriate individuals.</li><li>• Organize information clearly and precisely.</li><li>• Apply customer service skills, representing the District in a positive way while working with the public.</li><li>• Oversee Procurement Violation program</li><li>• Learn applicable FTA Circular items and Best Practices Procurement Manual.</li></ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	F	Supplies; equipment; files
Carrying	F	Supplies; equipment; files
Pushing/Pulling	O	File drawers; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	F	Stairs
Balancing	R	On ladders; on equipment; on step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		None.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Calculator, printer, fax machine, and computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.